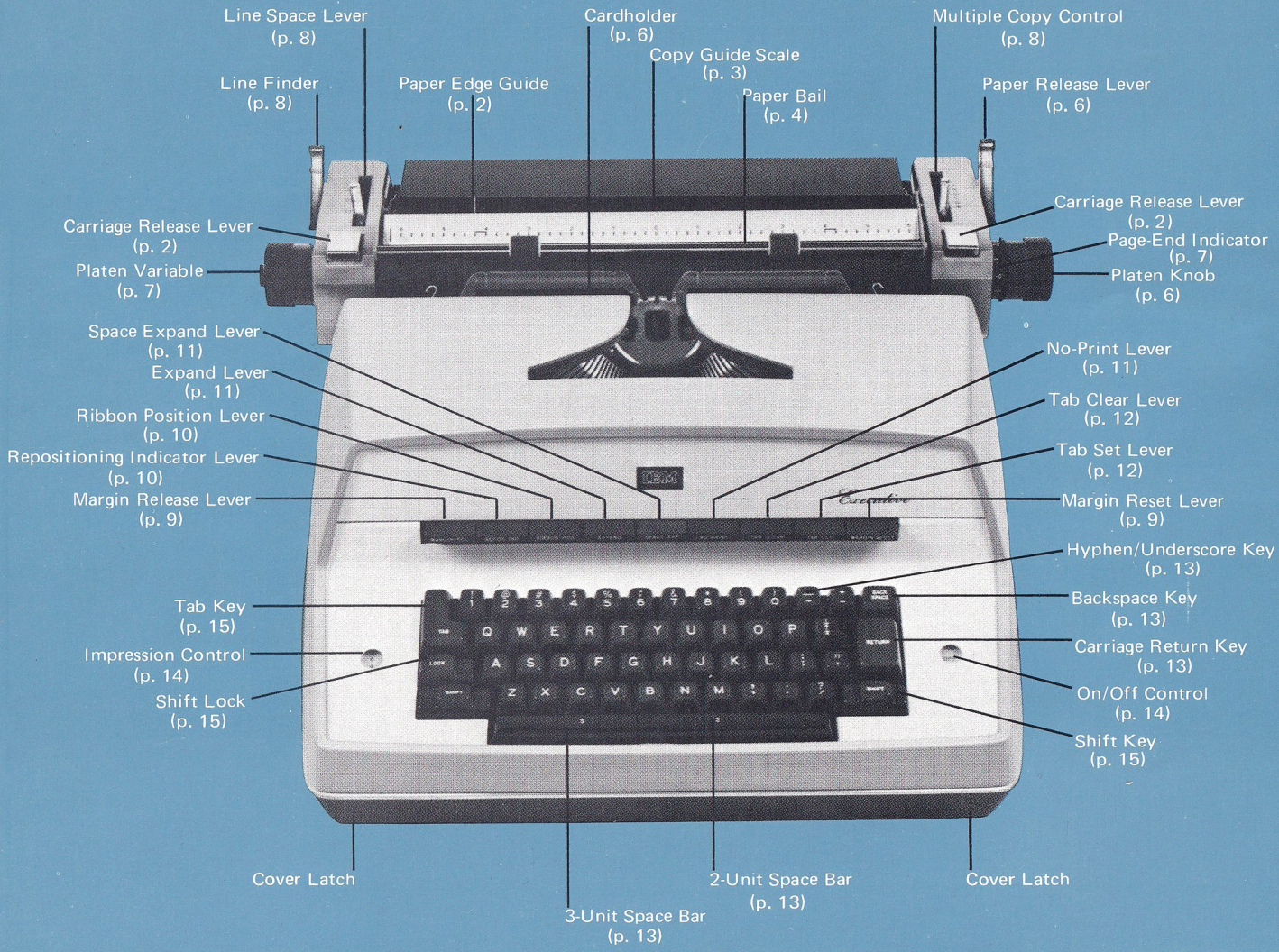
IBM

# Executive® Typewriter Operating Instructions

Locate and identify the operative parts of your IBM "Executive" Typewriter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## Preface

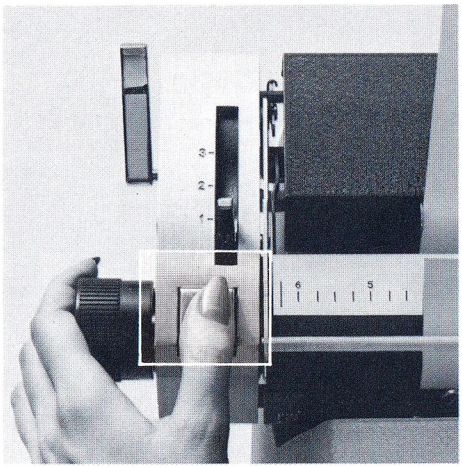
The IBM Executive® Typewriter is a unique instrument. It enables you with the greatest of ease to create copy with a clear professional appearance. Since clarity and readability are key ingredients in communicating by means of the printed page, the abilities of the "Executive" Typewriter can be of dramatic importance.

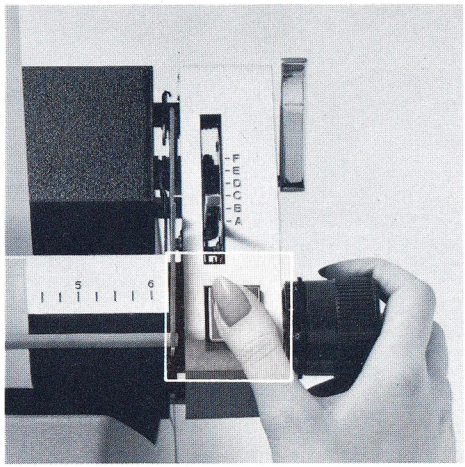
With a newly designed keyboard—offering ease of operation and optimum efficiency—all keys and levers are within easy reach. This manual describes the functions of the features on the IBM "Executive" Typewriter and presents the ways in which they can be used effectively and efficiently.

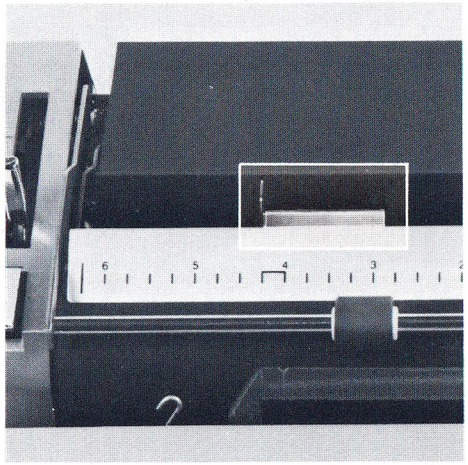
**Note:** Although the instructions in this booklet are based on the IBM "Executive" Typewriter with current features they are also descriptive of the features and use of earlier typewriters of this style.

All type 11 point or less was set on IBM Composing equipment.

## Carriage





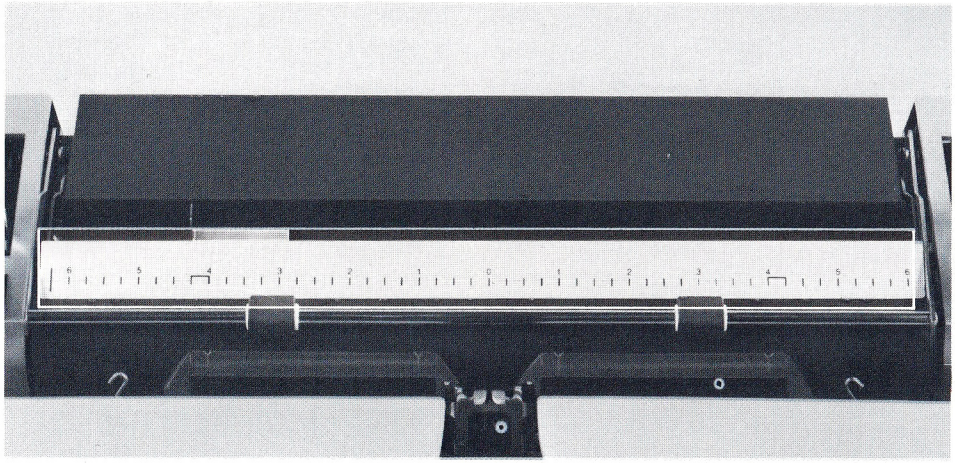


### Carriage Release Lever

You may position the carriage by hand by depressing either the left or the right Carriage Release Lever and then moving the carriage to the desired position.

### Paper Edge Guide

The Paper Edge Guide permits insertion of paper into the carriage at the desired position accurately each time.



### Copy Guide

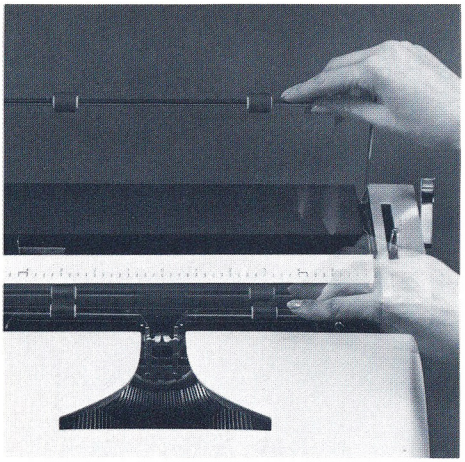
The Copy Guide prevents the refeeding of copies around the platen.

Its scale—the Paper Centering Scale—permits easy centering of any width paper in the carriage. The numbers of the scale start from zero at the center and proceed in ascending order left and right. Insert the paper so that its left and right edges touch the same number on the scale, i.e., 4¼ left and 4¼ right when using standard-size (8½″ x 11″) paper.

The Copy Guide may also serve as a convenient erasing table.

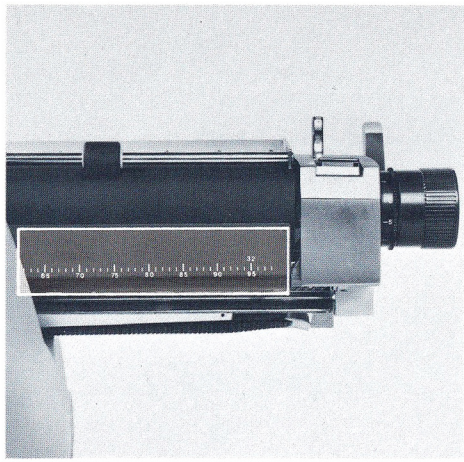
### Paper Centering Guides

Printed on the left and right side of the Copy Guide are small black horizontal brackets—the Paper Centering Guides. To center standard-size (8½″ x 11″) paper in the typewriter, place the Paper Edge Guide so the paper will be aligned with the right Paper Centering Guide. The inner edges of these Guides are used to center 8″ wide paper.



### Paper Bail

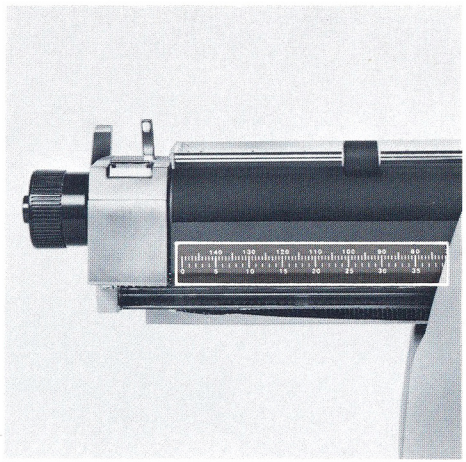
The three-position Paper Bail holds the paper in position and prevents bulges in the paper. When in the position nearest you it offers the most efficient method of paper insertion and enables you to insert multiple sets of carbon and paper. In the up position, it is out of the way, permitting you to make corrections with ease.



### Front Margin Scale

The Front Margin Scale indicates the position of the carriage and enables you to set margins and tab stops accurately. The long vertical mark on the Scale is the center point of the carriage and corresponds to the zero point on the Copy Guide Scale.

At the right end of the Front Margin Scale is a number (32, 36, or 45) which denotes the pitch of the typewriter, that is, the number of *units* typed per inch.



### Centering Scale

The Centering Scale is used to center copy on your paper. It is located on the upper left side of the Front Margin Scale. It is marked off in increments one half the size of those on the Front Margin Scale. The numbers on the Centering Scale run in ascending order from the center point of the typewriter to the left.

**Horizontal Centering**

To center a line on your page without typing a rough draft:

1. Insert paper so it is centered in the typewriter. That is, place 8½" paper so that the left edge is touching the black horizontal line on the Copy Guide (right edge is for 8" paper).
2. Set a tab stop at the center point on the Front Margin Scale.
3. Depress the No-Print Lever to prevent the typebars from striking the paper as you type. Start "typing" at the center point. Note the position of the carriage on the Front Margin Scale when the "typing" is completed. Either write this down on scrap paper or remember this number.
4. Return the No-Print Lever to its original position, in order to permit the typebars to once again strike the paper.
5. The Centering Scale (upper scale) is read from the center point to the left. Locate the number on this scale which you previously located on the lower scale. Using the Centering Scale, start typing the heading at the number you wrote down in step number three.

Your heading is now centered.

**Centering Copy Between Predetermined Margins**

1. Using the numbers on the Front Paper Scale, set the left and right margins. (Use 20 and 40 for this illustration.)
   **Left Margin 20 Right Margin 40**
2. Depress the No-Print Lever. "Type" the heading to be centered, starting at the predetermined left margin.

   International

   **20 28**
3. After you have "typed" the last character of the heading, note the number on the Front Margin Scale. (Drop fractions.)
4. Subtract this number from your predetermined right margin.
   **40 minus 28 equals 12**
5. Divide by 2.
   **12 divided by 2 equals 6**
6. Add your answer (6) to the left margin (20). Begin typing at 26.
7. Return the No-Print Lever to its home position and begin to type.

   International

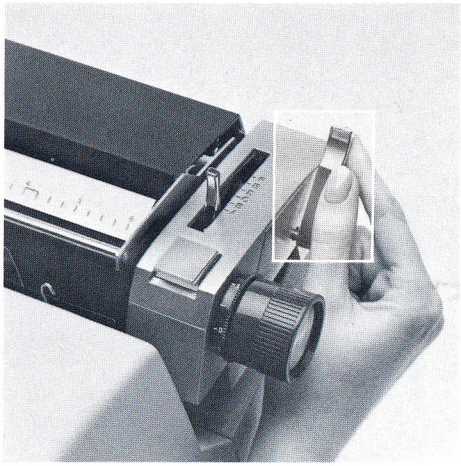
   **20 26 34 40**

**Note:** These centering principles apply to uppercase and lowercase headings.

**Vertical Centering**

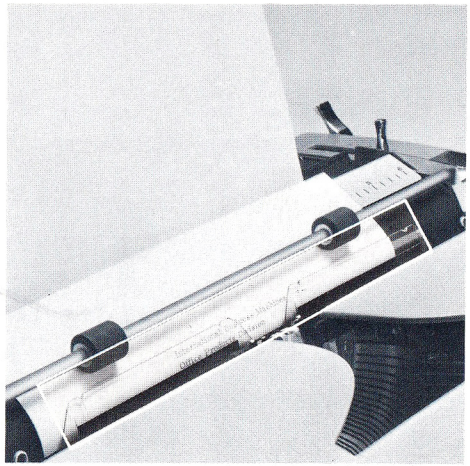
To center vertically on your IBM "Executive" Typewriter, use the same method you are accustomed to using.

1. Count the number of vertical spaces you plan to use.
2. Subtract this from the total number of lines available on the page. (There are 5¼ lines spaces to the vertical inch on most IBM "Executive" Typewriters, so there would be 58 spaces available on 11" paper.)
3. Divide by 2.
4. Come down that many spaces from the top of the page and start typing. (If in doubt about the number of spaces available on your paper, it is easy to space down a sheet with the Return Key to count the spaces.)



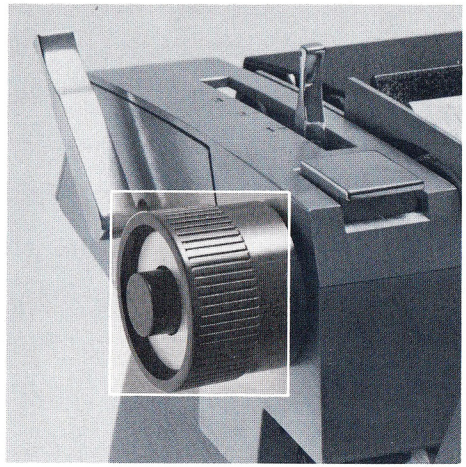
### Paper Release Lever

Move this Lever forward in order to reposition or remove paper from the typewriter. When you are ready to type, be sure this Lever is back, in the position furthest from you.



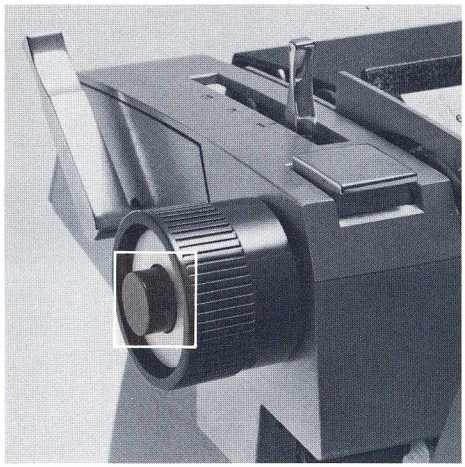
### Cardholder

The Cardholder affords a clear view of work in progress, and at the same time firmly holds cards against the platen in the correct typing position. The notches in the Cardholder can be used for drawing vertical or horizontal lines. Hold the point of a pencil or ballpoint pen in the notch while rotating the platen or moving the carriage horizontally.



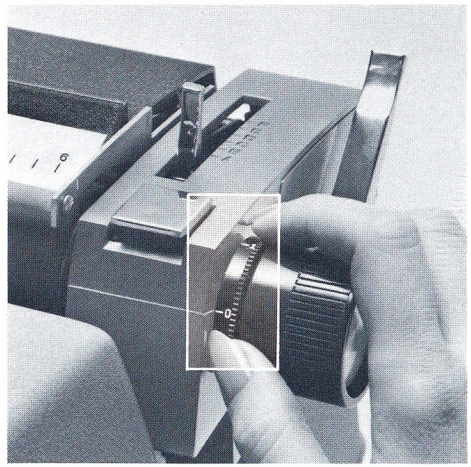
### Platen Knobs

The Platen Knobs enable you to rotate the platen manually in order to insert the paper or to change the vertical position of the paper.



### Platen Variable

Push in on the Platen Variable for free moving of the platen to permanently change the vertical position of the writing line.



### Page-End Indicator

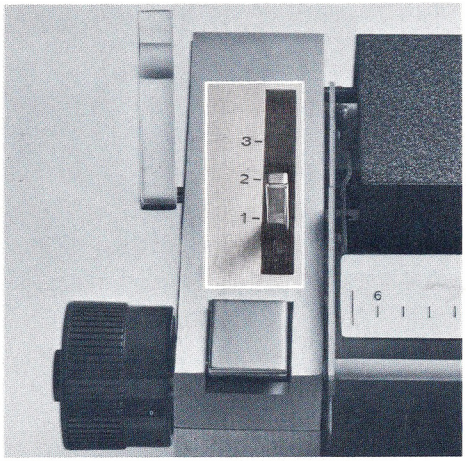
The Page-End Indicator shows the number of inches remaining to the bottom of the page.

- Align the top of the paper with the horizontal red line on the Cardholder.
- Find the Indicator setting opposite your paper length on the reference chart on this page.
- Rotate the Page-End Indicator until the correct setting is at the horizontal line on the left of the right Platen Knob.

When the paper is 4 inches or less from the bottom, the Indicator gives the actual inches from the writing line to the bottom of the page.

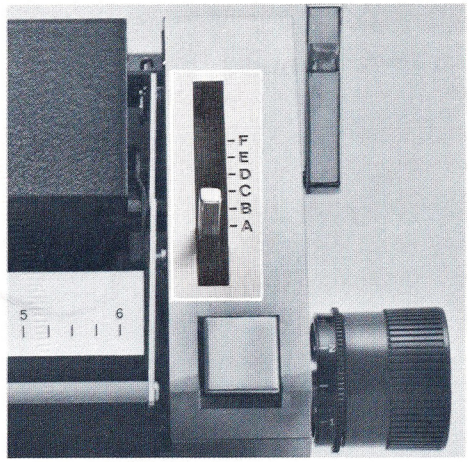
Ready Reference for Page-End Indicator Settings. Paper Lengths 3" to 14".

| Length of Paper (inches) | Indicator Setting |
|---|---|
| 3" | 3 |
| 3½" | 3½ |
| 4" | 4 |
| 4½" | 4½ |
| 5" | 5 |
| 5½" | 0 |
| 6" | ½ |
| 6½" | 1 |
| 7" | 1½ |
| 7½" | 2 |
| 8" | 2½ |
| 8½" | 3 |
| 9" | 3½ |
| 9½" | 4 |
| 10" | 4½ |
| 10½" | 5 |
| 11" | 0 |
| 11½" | ½ |
| 12" | 1 |
| 12½" | 1½ |
| 13" | 2 |
| 13½" | 2½ |
| 14" | 3 |



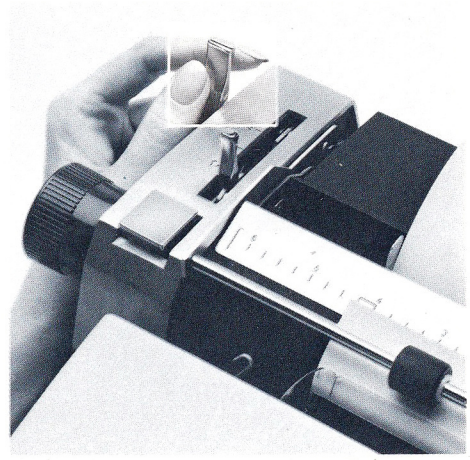

### Line Space Lever

Line spacing of your choice—single, double, or triple—is selected by moving the Line Space Lever to the position labeled 1, 2 or 3.




### Multiple Copy Control

The Multiple Copy Control adjusts the position of the platen to compensate for additional carbon copies. Keep the Lever at "A" when typing up to four copies. Move the Lever back one position for about every three additional copies.



### Line Finder

The Line Finder, located next to the left Platen Knob, permits you to leave a typewritten line and return again.

- Move the Lever forward before leaving the typing line.
- Make your insertion or correction.
- Return to the line preceding the one in which you made the correction and return the Lever to its home position. Tap the Return Key to arrive at the exact typing line again.

Use this Lever for erasing, typing superscripts or subscripts, creating double underscores, or typing on forms where the line spacing is irregular.

## Above the Keyboard

### Margin Reset Lever

Use the Margin Reset Lever whenever you wish to change the margins on your IBM "Executive" Typewriter.

**Left Margin**

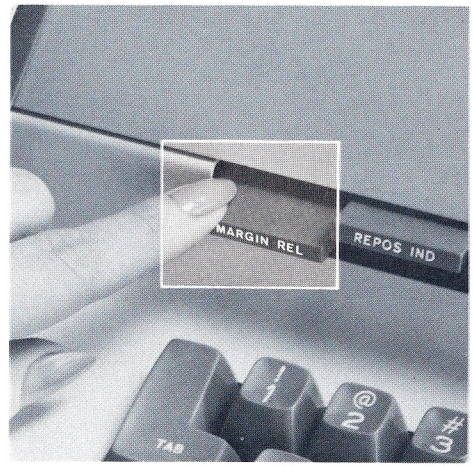
- Touch the Carriage Return Key to locate your present left margin.
- Depress and hold down the Margin Reset Lever.
- While holding down the Margin Reset Lever, depress the Carriage Release Lever and move the carriage to the new margin position, which must be one of the white lines on the Front Margin Scale. (You may also move the carriage by using the Space Bar or the Backspace Key.)
- When you release the Margin Reset Lever, your Left Margin is set. Check the new setting by tapping the Carriage Return Key.

**Right Margin Bell**

The right margin has a warning bell only but does not lock the keyboard.

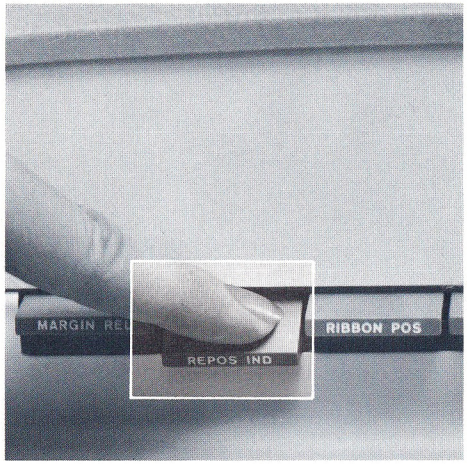
- Move the carriage to the left (the right side of the writing line) until you hear the bell.
- Depress and continue to hold down the Margin Reset Lever.
- Depress the Carriage Release Lever and continue to move the carriage to the left while the Margin Reset Lever is still depressed. You will feel a slight pull when you pick up the Right Margin Bell.
- Move the carriage to the point at which you wish to set a right margin and release the Margin Reset Lever.
- To check the location of the Right Margin Bell, return the carriage to the left margin and use either Space Bar to move toward the right margin. You will hear the bell when the carriage is about ¾" from the right margin.

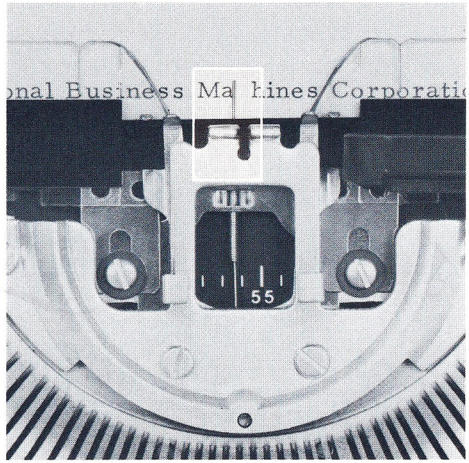
**Note:** If you can't locate the bell, touch the Carriage Return to locate the left margin. Depress and hold down the Margin Reset Lever while moving the Carriage to the extreme right. Release the Margin Reset Lever. Reset your right margin as directed above.

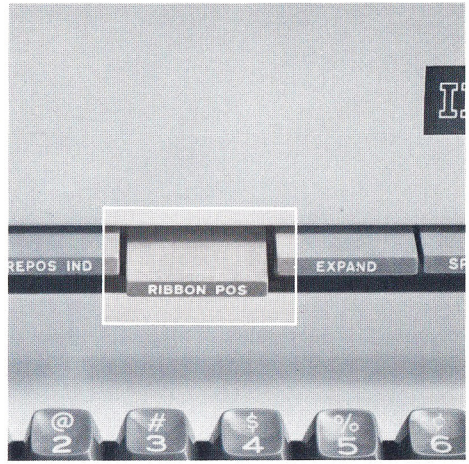



### Margin Release Lever

This Lever permits you to type to the left of the left margin. Depress the Lever and move the carriage to the right by hand, or by depressing the Backspace Key or Carriage Return Key, until you are beyond the left margin. The Lever will return to position automatically and must be depressed for each line on which you wish to bypass the left margin.




### Repositioning Indicator

The Repositioning Indicator enables you to find your typing position.

To return to your typing position:

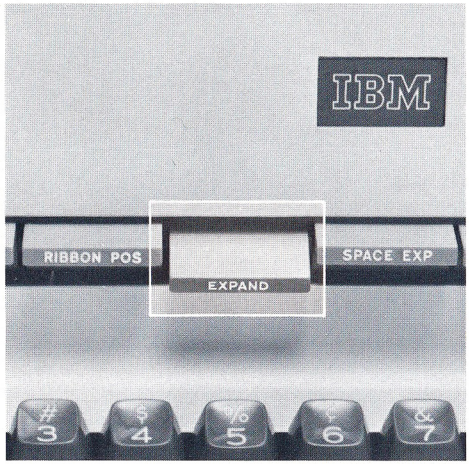
- Depress the Repositioning Indicator Lever. This causes a vertical wire pointer to appear in the typing guide.
- Align the pointer with the right edge of the last correct character.
- Release the Lever before typing. The pointer will automatically be restored to its original position.
- Type in the correct character.

When making a correction on the first letter in a word, line up the pointer with the right edge of the last character in the preceding word. Then depress the 2-unit Space Bar once.

### Ribbon Position Lever

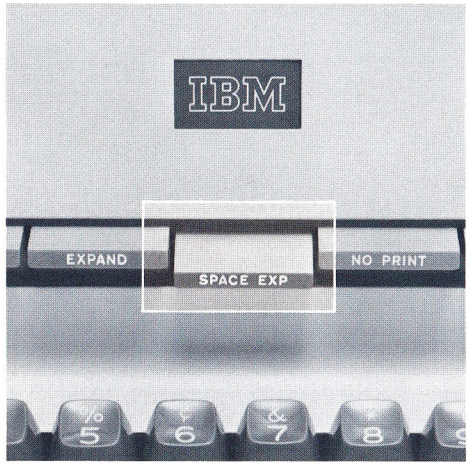
Depress the Ribbon Position Lever when you wish to type stencils. This puts the ribbon in a nonprinting position. Return the Lever to home position for regular typing.

On fabric-ribbon typewriters, use the Ribbon Position Lever to change typing lanes frequently. This permits the ribbon to re-ink itself. Move the Lever among the first (top), second, and third positions for regular typing. To type on stencils, move the Lever to the bottom (fourth) position.




### Expand Lever

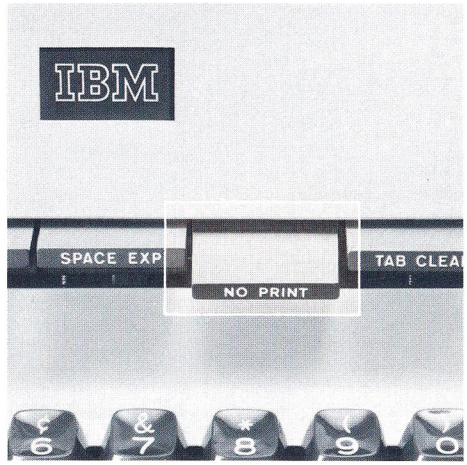
To add emphasis to words, headings and captions, simply depress the Expand Lever. An extra unit of space will automatically be inserted after each character and space. The 2-unit Space Bar will now space three units, the 3-unit Space Bar, four units. The escapement mechanism will return to "normal" spacing when the Expand Lever is returned to its home position.




### Space Expand Lever

Depress this Lever to make the 2-unit Space Bar space three units. This allows you to use the more familiar Space Bar for typing columns of figures.

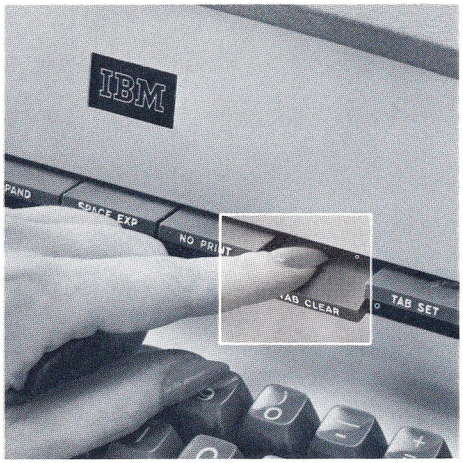
The 2-unit Space Bar becomes a 4-unit Space Bar when the Expand Lever *and* the Space Expand Lever are *both* depressed. Since the 3-unit Space Bar is unaffected by the Space Expand Lever, it expands only one unit (to a total of four units) when the Expand Lever is depressed.




### No-Print Lever

Depress the No-Print Lever to move a rubber bar into position to prevent the typebars from striking the paper. The carriage continues to move normally. Centering is easy when you can determine the amount of space required for your copy without actually printing on the paper.

Keep the No-Print Lever in its upper position when actually typing.




### Tab Clear Lever

Tab stops may be cleared by tabulating to the point you wish to clear and depressing the Tab Clear Lever.

To clear all tab stops at one time, move the carriage to the end of the line. Then hold down the Tab Clear Lever as you tap the Return Key.

### Tab Set Lever

Tabs can be set only on the white lines which occur at 4-unit intervals on the Front Margin Scale.

For ease in setting tab stops, depress the Expand Lever to convert the 3-unit Space Bar to a 4-unit Space Bar. Tap the Return Key so that you begin spacing from the left margin, which is set at one of the white lines on the Front Margin Scale. Your carriage will now space from white line to white line with the 3-unit Space Bar. Remember to return the Expand Lever to its home position to resume typing.

### Typamatic Keys

Each of these keys is a single action key until it is depressed to the second level. Held at this second level, they become typamatic, or continuous action, keys.

- Carriage Return Key
- Backspace Key
- 2-unit Space Bar
- 3-unit Space Bar
- Hyphen/Underscore
- Period
- Letter X

### Carriage Return Key

A touch of your little finger on the Carriage Return Key sends the carriage to the left margin, and automatically line spaces the paper. Holding this key at its second level gives you continuous vertical spacing.

### Backspace Key

The Backspace Key, at the upper right side of the keyboard, will move the carriage back one unit each time it is depressed. When depressed to the second level it will continue to backspace until the Key is released.

### 2-unit Space Bar

This is the Space Bar most often used in general typing. When it is depressed once it will provide a 2-unit space. When depressed to the second level it will continue to move the carriage across the typewriter until the Space Bar is released.

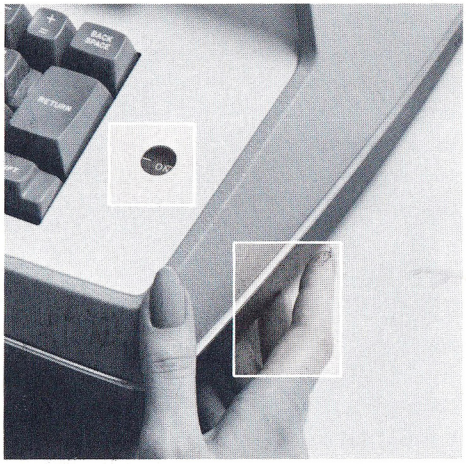
### 3-unit Space Bar

This Space Bar is used in a variety of special applications which are explained further on in this manual. When it is depressed once, a 3-unit space will be created. When depressed and held it will provide continuous action of the carriage.

### Hyphen/Underscore, Period, Letter X

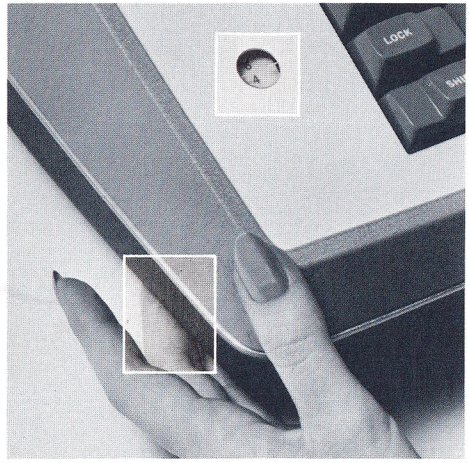
As with the other typamatic keys, these keys operate singly when depressed lightly, and continuously when depressed to the second level.

## Keyboard



### On/Off Control and Window

On the lower right-hand side of the typewriter is the easy-to-see Window telling you if the motor is ON or OFF. When it is ON, the color red will appear in the Window. When the typewriter is turned OFF, the keyboard locks so that no characters can inadvertently print. The On/Off Control is operated from under the right front corner of the typewriter.

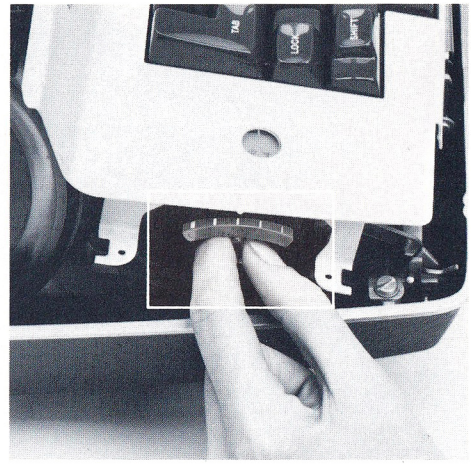


### Impression Control

The Impression Control sets the force with which the typebars strike the paper. The higher the number on the Control, the harder the typebars strike the paper.

Set the Impression Control by moving the lever under the *left* front corner of the typewriter. The appropriate setting is usually 4 or 5 for typing three carbon copies or less.

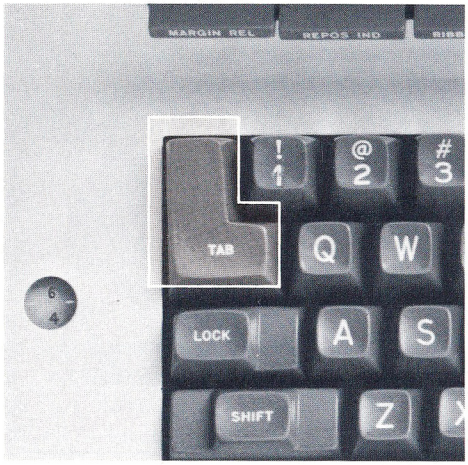
Depending on the weight of the paper and other variables, you may also need to adjust the Impression Control so the typebars will strike harder.



### Personalized Touch Control

Your Personalized Touch Control adjusts the amount of pressure required to depress the keybuttons. It does *not* affect the impression on your paper.

To set this control, first raise the cover of the typewriter by pulling toward you the latches located below and in front of the On/Off Control and the Impression Control. The Touch Control is marked off in lines of graduated thickness. Move it to the position that feels the most comfortable for you—ranging from a light touch indicated by a thin line to a heavy touch indicated by a thick line.



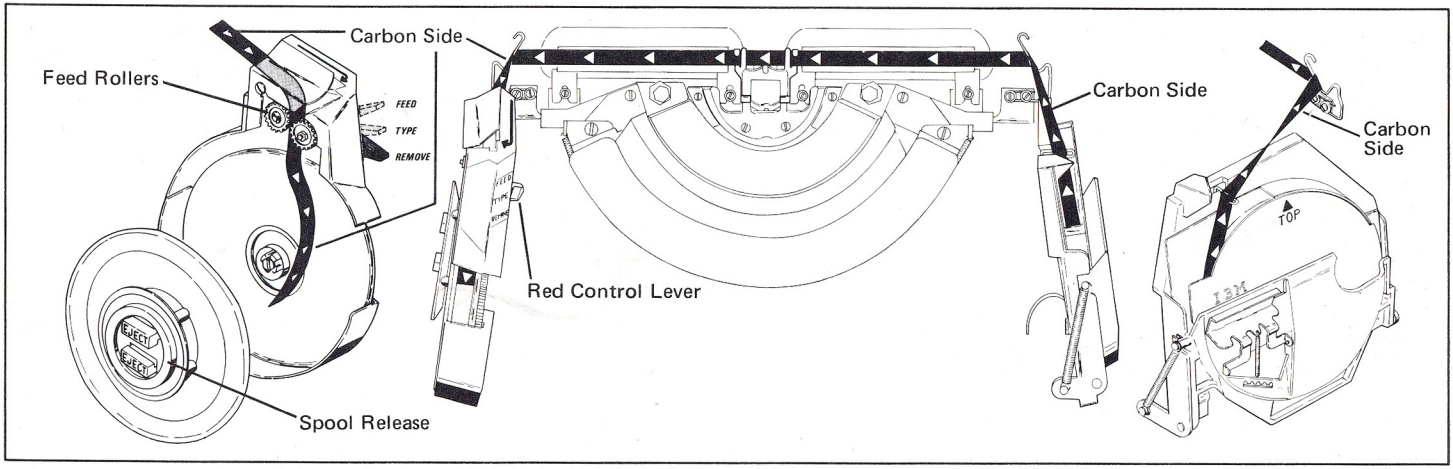

### Tab Key

The Tab Key provides rapid movement of the carriage toward the left (to the right on the writing line) to any predetermined point where a tab stop has been set. Use it for typing columns of figures, indenting and centering.

### Shift Keys and Shift Lock

To type an uppercase character, depress the left or right shift key. Depress the Shift Lock when you wish to type a series of uppercase characters.

## Changing Ribbons on Your IBM "Executive" Typewriter

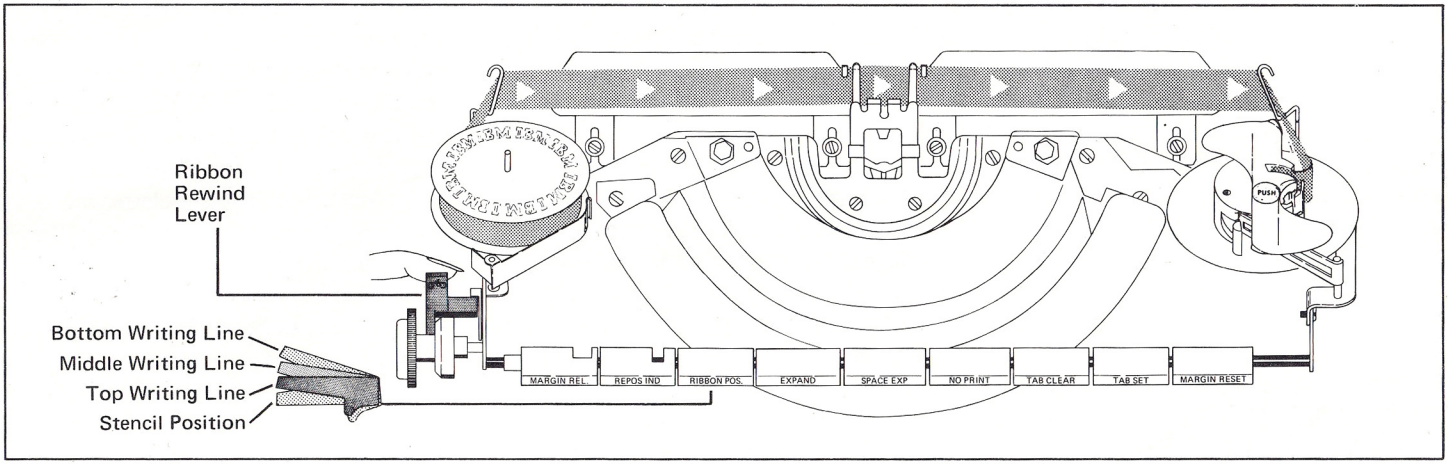



### Changing Carbon Ribbons

- Open the cover of the typewriter by bringing forward the left and right latches under the keyboard in front of the Impression Control and the On/Off Control. Lift up and back.
- The typewriter must be ON during the ribbon-changing process.
- Snip the used ribbon on the right side. Then move the red control lever to FEED to take up the remaining ribbon.
- Move the red lever to REMOVE. Press the *light* gray spool release and remove the take-up spool.
- Press the eject buttons to discard the used ribbon. Lay the take-up spool aside.
- *Cartridge ribbons:* Remove the used ribbon cartridge. Install the new cartridge on the right side with the flat side toward the machine and the arrow on the cartridge pointing up.
- *Noncartridge ribbons:* Remove the ribbon spool. Pull down the red hub on the right side of the typewriter. Place the new ribbon on the hub with the ribbon feeding from the side near you.

With the red control lever at REMOVE, thread the ribbon as shown in the illustration and guide it between the feed rollers.

- Re-install the take-up spool. Then move the lever to FEED to automatically attach the ribbon to the take-up spool.
- Return the red control lever to TYPE position. You are ready to type.




### Changing Fabric Ribbons

- Open the cover of the typewriter by bringing forward the left and right latches under the keyboard in front of the Impression Control and the On/Off Control. Lift up and back.
  The typewriter must be ON during the ribbon-changing process.
- Pull the Ribbon Rewind Lever forward to wind all the used ribbon onto the left spool. The left spool is always removed when the ribbon is changed.
- To release the used ribbon from the right spool, push the red Push Button located on the top of the right spool. This permits the ribbon to feed onto the left spool. Remove the left spool and discard.
- Place the new ribbon on the left spool. Depress the Shift Lock Key for better access to ribbon-threading guides. Thread through the left corner guide, center guide, and right corner guide as shown in the illustration. Press the red Push Button on the right spool and place the end of the ribbon in the slot.
- Release the red Push Button; the ribbon should be firmly in place. (Be sure the ribbon unwinds from the left spool.)

**Note:** When using ribbons with metal clips, insert the clip into the lower of the two slots on the right spool. This keeps the ribbon firmly anchored.

## Proportional Spacing

The IBM "Executive" Typewriter features proportional spacing. When copy is proportionally spaced, each character is allotted the correct amount of space according to its width. This results in copy which is both attractive and legible. Typewriters with standard spacing type all letters in the same amount of space.

Standard spaced type:

The weather during summer days is usually warm and sunny.

Proportionally spaced type:

The weather during summer days is usually warm and sunny.

| | | |
|---|---|---|
| Standard: | mmmmm | iiiii |
| Proportional: | mmmmm | iiiii |

The width of a letter is measured in units of space. The smallest letter is two units; the largest is five units. The typewriter automatically gives each letter its required space. You *do not* need to know the unit values of the various characters. However, if you wish to see a chart indicating the unit values there is a Guide to Unit Measurements on page 24 which gives the unit width of each character.

## Partial Carriage Return

You will find a partial carriage return of special value when typing columns. It can also be used in typing addresses on envelopes.

Set a tab where needed. Touch the Carriage Return Key and when the carriage passes the tab setting follow immediately with a touch of the Tab Key. Return—Tab. With practice you will be able to stop the carriage at any preset stop along the way.

## Correcting Errors

- Erase the error and as many characters as necessary to the right of the error (sometimes the whole word).
- Use the Repositioning Indicator and one-unit Backspace to position the corrected character.

*Example:* (correcting an error within a word)
Now is the *tmme* for
should be
Now is the time for
*Problem:*
Replace letter m with smaller letter i
*Solution:*
Erase letters mme. Hold Repositioning Indicator at right of "t." Type "ime."
*Example:* (correcting an error with consideration of space to the left and right of the word)
Now is the *tine* for
should be
Now is the time for
*Problem:*
Replace letter n with larger letter m
*Solution:*
Erase the word. Hold the Repositioning Indicator at the right of "e" in the word "the." Space once with 2-unit Space Bar. Backspace once. Type "time."

## Typing Columns of Figures

Numbers are three units. (For exceptions see Guide, page 24.) Be sure to use numeral one and not the small letter "l." Also, use the Space Expand Lever which increases the 2-unit Space Bar to three units. This will make each space the same width as each number, and permit you to use the Space Bar which is most convenient for you. You are now able to type statistical material as you would straight copy. (Only the 2-unit Space Bar is affected by the Space Expand Lever.) Remember that the dollar sign, comma and period are also three units.

Set a tab stop for the longest line in a column. Use the expanded 2-unit Space Bar to space in from that point for the shorter lines of the column.

### Setting Up Tabulations

- Insert paper in your typewriter.
- Depress the No-Print Lever and begin typing at the left edge of the paper. Type the longest line in each column without spacing between columns.
- Read the position of the carriage on the Front Paper Scale. Move the carriage to the right edge of the paper and again read the scale. The difference in the two scale readings is the amount of space that is to be divided between the columns and the left and right margins.
  *Example:*
  Begin typing at the left paper edge—
  $6,453.00$3,498.45$8,430.00$5,235.50
  The scale reading at the line end is 42.
  The scale reading at the right paper edge is 83. 83—42=41 (space to be divided).
- Divide 41 by 5 (three spaces between the four columns plus the left and right margins); 41 divided by 5 equals 8 (drop fractions).
- Set the left margin 8 scale marks, on the lower scale, from the left edge of the paper and, with the No-Print Lever depressed, "type" the longest line in the first column. Space over 8 lower scale marks and set a tab stop for the second column—"type" the longest line in the second column; space over 8 scale marks and set tab for third column—"type" the longest line in the third column; space over 8 scale marks and set tab for fourth column.
- Return the No-Print Lever to normal typing position. Touch the Carriage Return Key. Tabs are set, and you are ready to type.

### Shadow Printing

Use the Expand Lever for effective emphasis and special displays. An extra unit of space is automatically inserted after each character and Space Bar stroke. The one-unit Backspace remains constant.

With the Expand Lever down, set a tab stop and type the following:

INTERNATIONAL BUSINESS MACHINES

Return to the same tab stop, in position to type over what you have just typed (on the same line). Backspace once. Type over. It should look like this:

INTERNATIONAL BUSINESS MACHINES

Shadow printing is most effective when using uppercase characters.

Remember to return the Expand Lever to its normal position when you resume regular typing jobs.

### Checklist for Proper Typewriter Operation

Check these points to be sure your typewriter is operating properly:

- Be sure the electric cord is securely fitted into the electrical outlet to ensure a flow of electricity.
- The On/Off Window should indicate ON.
- When typebars are not printing properly,
  a. Be sure the Multiple Copy Control is at the "A" position.
  b. Ensure that the Ribbon Position Lever is not in the stencil position.
  c. If the carriage will not move, turn the typewriter to OFF for a few seconds. Turn it back ON and depress the Tab Key or the Margin Release Lever. Then attempt to move the carriage by hand but do not force it.

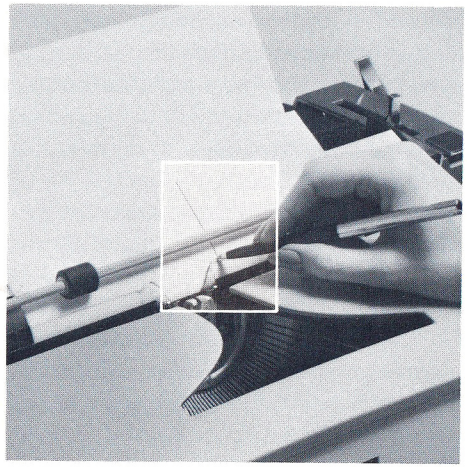
## Justification

You can create straight right margins by justifying your copy. To justify means to fill each line in a piece of copy completely. When your right margin is determined, each line, when it is justified, will reach exactly to that point. (The justification of the left margin is done automatically by setting the left margin stop.) Since line lengths vary, the right margin in typed copy is usually uneven. On the IBM "Executive," however, justification of the right margin can be done with ease.

The material to be justified is typed twice. The first copy is a draft, typed within the desired margin limits. In the second copy, space is added or, where necessary, subtracted by using the 2-unit or 3-unit Space Bar and/or Backspace Key.

Here are the steps to follow. Read them all first before trying them.

1. Insert your paper and set the desired margins. (For this example, set your margins at 20 and 40.)



2. Bring the carriage to the point on the Front Margin Scale where you set your right margin, which in this example is 40.

3. With the carriage at the right margin, hold a ball-point pen directly in the center of the left notch on the right side of the Clear View Cardholder (as illustrated) and draw a vertical line down the page by turning the Platen Knob upward. (Use the Line Finder for free-rolling platen action.)

4. Set a tab stop eight units to the right of the justification line, which is the line you drew in Step 3. This is the point at which you will record the number of units to be added or subtracted.

5. Return the carriage and type the first line of the paragraph. Always use the 2-unit Space Bar between words, and do not space after the last word. Listen for the right margin bell, and note the position of the line of justification in relation to the left notch on the right side of the Clear View Cardholder. The bell rings several units before the end of the writing line to warn you that you are approaching the right margin. End the typing line as close to the established margin as possible. It is better to have a line too short than too long.

6. Determine whether or not you will increase or decrease the line. To do this use the 2-unit Space Bar and/or the Backspace Key.
   a. When the notch in the Clear View Cardholder is exactly on the justification line—the line you have just drawn—no change in line length will be required. Tab, and type "ok".

b. When the justification line is to the right of the notch you must increase the length of the writing line. Space until the notch is on the justification line, and count the number of units spaced. Then tab, and type the number of units to be added.
c. When the line is to the left of the notch you must decrease the length of your writing line. Backspace until the notch is on the pen line. Be sure to count the number of units backspaced. Tab, and type the number of units to be subtracted.

7. Continue typing the remainder of the copy on that page. Repeat the process for each line as you did for the first line.

8. After typing the draft, remove paper and, using a pencil, make a plus (+) where spaces are to be added. Place a minus (–) where spaces are to be subtracted. It is easier and more desirable to add units rather than subtract units between words.

| | |
|---|---|
| The IBM +"Executive" is +a typewriter with pro- | ok |
| portional +lettering. On +ordinary +typewriters, | +3 |
| all letters +take precisely +the same amount +of | +3 |
| space. +On +the +"Executive," +every +letter +is | +6 |
| automatically -given its natural -amount -of -space | -4 |
| according -to its width. All letters fit together | -1 |
| beautifully in a print-like manner. | |
| | |
| The IBM "Executive" is a typewriter with pro- | |
| portional lettering. On ordinary typewriters, | |
| all letters take precisely the same amount of | |
| space. On the "Executive," every letter is | |
| automatically given its natural amount of space | |
| according to its width. All letters fit together | |
| beautifully in a print-like manner. | |

9. If a line ends with a period or comma, add one unit in order to justify that line.

10. When typing the finished copy, increase space between words by using the 3-unit Space Bar. Decrease space between words by using the 2-unit Space Bar and backspacing one unit.

11. Whenever possible, it is best to add or subtract space between letters of opposite heights e.g., where a word ends with a tall letter—h, l, k, b, d, t—and the next word begins with a short one—a, s, e, n, m; or where a word ends with a short letter and the next word begins with a tall letter.

## Care and Cleaning

### How to Care for Your Typewriter

Minimum care will insure maximum performance indefinitely.

If yours is a carbon ribbon typewriter, the type on your IBM "Executive" Typewriter strikes the clean, dry backing of a carbon ribbon and practically eliminates the necessity of cleaning type.

However, if your IBM "Executive" Typewriter is used for extensive stencil writing or similar applications, regular type cleaning is required.

### Cleaning Type

Spread a cloth or tissue in front of the type basket to protect your clothing. Clean the type on your IBM "Executive" Typewriter by using a dry bristle brush, with a brushing motion toward you and away from the type basket. No cleaning fluids are necessary. If your type becomes caked with dirt, use a tapping motion with the ends of the bristles of your type cleaning brush. Finish the cleaning by wiping the type faces with a clean, dry cloth. If you do use a cleaning fluid, moisten a cloth *slightly* and dab the type faces lightly. *Avoid excessive use of any fluid and do not oil your machine.* Oil used indiscriminately may contact rubber parts and cause damage. Heavy pressure is not necessary to clean the keys—whether you prefer to use a brush, a cloth, or a plastic type-cleaner.

**Caution:** Certain cleaning fluids may have harmful effects on the plastic parts and painted portions of your typewriter. Use a mild detergent only. Where stubborn stains are encountered, consult your local IBM Service Department.

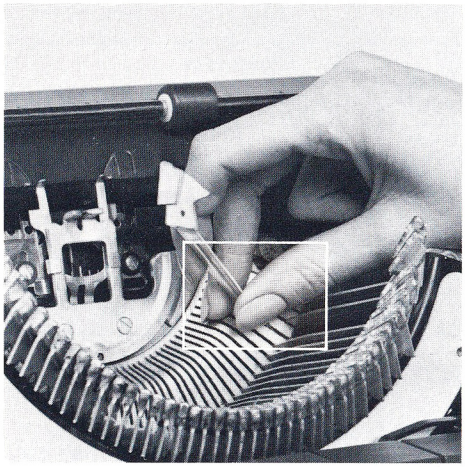
### Serial Number

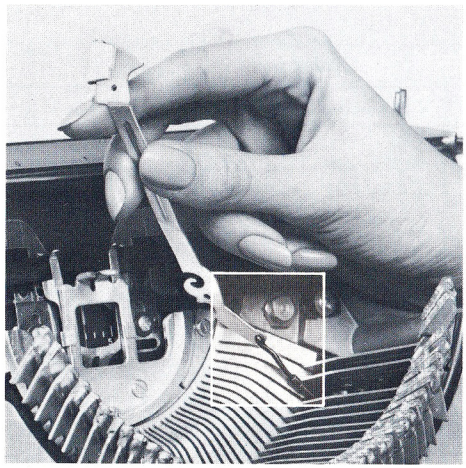
Locate the serial number of your typewriter by holding down the Margin Release Key while pulling the carriage all the way to the right. You can see the serial number on the metal part between the carriage rails as you face the left side of the typewriter.

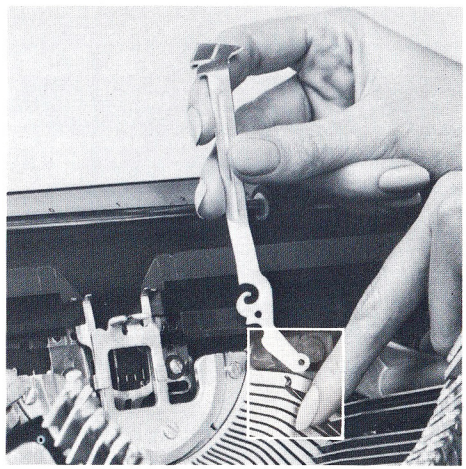
### Using the Dust Cover

Cover your typewriter with the dust cover at the end of each typing day. It protects the typewriter cover from scratches and helps keep dust and other foreign matter from the type basket.

## Optional Feature







### Changeable Typebars

Changeable Typebars provide additional special symbols for typing letters, manuscripts, or reports. These replace the regular typebars in certain key positions. The change takes only 30 seconds.

To remove a Changeable Typebar:

- Turn the typewriter OFF.
- Lift the typewriter cover by bringing forward the left and right latches under the keyboard in front of the Impression Control and the On/Off Control.
- Select the Changeable Typebar to be removed.
- Guide the Typebar close to the platen, using the thumb to push the base of the Typebar forward and down in a circular disengaging motion.
- When the circular disengaging motion is completed, permit the Changeable Typebar to come forward, exposing the connecting link.
- Disengage the typebar from the connecting link, leaving the link exposed.

To insert a different Changeable Typebar, reverse the steps listed above.

## A Guide to Unit Measurement

This guide gives the unit measurement for the characters and symbols of each IBM "Executive" Typewriter typestyle.

The typestyle can be identified by the type mark code between the upper and lower case symbols on each typebar. The type mark codes are in parenthesis following the name of each typestyle.

| Typestyle | Uppercase | | | | Lowercase | | | |
|---|---|---|---|---|---|---|---|---|
| | 2 Units | 3 Units | 4 Units | 5 Units | 2 Units | 3 Units | 4 Units | 5 Units |
| **Arcadia (JM)**<br>(1/32" unit type) | IJ():[ | ABEFKLP<br>RSTVXYZ<br>!#$¢*—+<br>¼",. | CDGHNOQ<br>U@%?&¿Ñ | MW | fijlrt;'] | abcdegh<br>knopqrs<br>uvxyz12<br>3456789<br>0-=½ ,./ | mw | |
| **Directory (PK)**<br>(1/32" unit type) | !():[i | EFIJLT#<br>$¢*—¼",<br>.¶ †°' | ABCDGHK<br>NOPQRSU<br>VXYZ@%&<br>+? | MW | fijlt;'/] | abcdegk<br>opqrsvxy<br>z12345<br>67890-<br>=½,. | hnuw | m |
| **Doric (PQ)**<br>(1/32" unit type) | I():[ | J!#$¢&*<br>—+¼",.?<br>¶ †°¿ i | ABCDEFG<br>HKLNOPQ<br>RSTUVXY<br>Z@% | MW | fijlt;'] | abcdegh<br>knopqrs<br>uvxyz12<br>3456789<br>0-=½,./ | w | m |
| **Heritage (PJ)**<br>(1/36" unit type)<br><br>**Testimonial (PV)**<br>(1/32" unit type) | IJ()!:[i | BSP#$¢*<br>—+¼",.?<br>¶ †°¿ | ACDEFGH<br>KLNOQRT<br>UVXYZ@% | MW | fijlt;'] | abcdegh<br>knopqrs<br>uvxyz12<br>3456789<br>0-=½,./ | w | m |

**Note:** Be sure to use the number "1" when typing numbers (rather than the lowercase letter "l"). Numbers on all "Executive" type faces are 3 units except lowercase Copperplate Gothic #1 and Registry.

| Typestyle | Uppercase | | | | Lowercase | | | |
|---|---|---|---|---|---|---|---|---|
| | 2 Units | 3 Units | 4 Units | 5 Units | 2 Units | 3 Units | 4 Units | 5 Units |
| **Mid-Century (PF)**<br>(1/36″ unit type) | I():[ | BEFJLPR<br>ST!#$¢*<br>—+¼″,. | ACDHKUV<br>XYZ@&?¿ | GMNOQW<br>%Ñ | fijlrst<br>;'] | abcdegh<br>knopquv<br>xyz1234<br>567890-<br>=½ ,./ | mw | |
| **Modern (PM)**<br>(1/32″ unit type)<br>**Bold Face Italic (PT)**<br>(1/32″ unit type)<br>**Documentary (PE)**<br>(1/32″ unit type)<br>**Bold Face #2 (PB)**<br>(1/36″ unit type) | I()!:[° | JS#$¢*<br>—+¼″,.¶<br>† ¡ | ABCDEFG<br>HKLNOPQ<br>RTUVXYZ<br>@%&?¿ | MW | fijlt;'] | abcdegh<br>knopqrs<br>uvxyz12<br>3456789<br>0-=½,./ | w | m |
| **Patron (JE)**<br>(1/36″ unit type) | IJ!():[ | S#$¢*—+<br>¼″,. ?¶ † | ABCDEFG<br>HKLNOPQ<br>RTUVXYZ<br>@% | MW | ijl;'] | abcdefg<br>hknopqr<br>stuvxyz1<br>234567<br>890-=½<br>,./ | w | m |

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